HILL REGIONAL CAREER HIGH SCHOOL

COMPUTER APPLICATIONS I

Course Syllabus 2017-2018

Course: **COMPUTER APPLICATIONS I** Course #: 823-8,823-9, 823-10

Instructor: Mr. Schneider Phone #: (203) 936-5129

Periods: 3A, 4A, 3B Credits: 1.0

Class email: phillip.schneider53@gmail.com Class webpage: mrpschneider.wikispaces.com

Teacher's email: phillip.schneider@new-haven.k12.ct.us Student Gradebook: PowerSchools

**COURSE DESCRIPTION**

This course is designed to introduce key computer terms and concepts while focusing on learning to use Microsoft Word, PowerPoint, and Microsoft Excel proficiently. Student will apply Microsoft Office skills to real life academic and business scenarios.

**GOALS**

Upon completion of this course students will:

* Understand basic computer knowledge.
* Create various types of business documents in a professional format.
* Develop skills in various software applications including, word processing, spreadsheets, and presentations.
* Properly utilize Internet and email

**TEXTS**

* Microsoft Office 2007 - Windows Vista Edition
* Computer Concepts in Action

**CT CAREER & TECHNICAL EDUCATION STANDARDS**

1. **Impact on Society:** Assess the impact of information technology in a global society.
2. Describe the impact of technology on the knowledge and skills needed for success in the workplace
3. **Devices and Components:** Identify devices and components appropriate for specific tasks.
4. Identify the purpose, operation, and care of all types of devices and components.
5. Identify examples of emerging hardware technologies
6. **Operating Systems and Utilities:** Describe various types of operating systems and utilities.
7. Manage files and folders
8. **Input Technologies:** Use various input technologies to enter and manipulate information appropriately.
9. Develop proper input techniques such as keying, scanning, digital cameras, virtual keypad, recognition of developing technologies, the use of a multi-touch screen, mouse/pad or stylus, speech recognition, student response systems, digital inking, and any new emerging technology.
10. Apply a variety of input technologies to maximize productivity.
11. **Applications:** Identify, evaluate, select, install, use, upgrade, troubleshoot, and customize applications.
12. Evaluate and select the appropriate applications to productively complete tasks

**METHODOLOGY**

* Every student will have a computer and differentiated instructional strategies based on content, time, process and product will be implemented.

**EVALUATION & GRADING POLICY**

Course Assessment: Examinations – 25% (Tests and Quizzes); Daily Practice – 50% (Classwork/Homework 40%; Participation & Behavior – 10%); Larger Tasks – 25% (Projects)

**MAKE UP POLICY**

**It is the student’s responsibility to see the teacher for any work missed due to an absence.** No excuses for any missed assignments. Missing work must be made up by the next class.

**Exhibit Panther’s Pride**

Preparedness—Ready to Learn

*Students will arrive to class on time and prepared for class*. A student is on time if he/she is in the classroom when the bell rings. A student is prepared if he she is ready to learn and has all necessary materials. This includes notebook/binder, pen and/or pencil, and homework assignments.

Respect—Treat yourself and others the way you want to be treated

*Students will show respect to the teacher, classmates, themselves and school property*. This includes being quiet when the teacher or a classmate is speaking. Inappropriate language will not be tolerated. Students are expected to treat school equipment (computers, furniture, supplies, etc.) respectfully.

Integrity—Exercise honesty and good character

*Students are expected to do their own work*. Any work submitted which is not their own work will result in a zero. Allowing a fellow student to copy work will result in a zero for both students involved.

Discipline—Maintain focus, motivation and self-control

*Avoid distractions*. Non-instructional use of the internet and electronic devices is prohibited during class time. Students must obtain teacher approval to use the computer or other electronic devices for any activity unrelated to the class. *Come to class.* If a student cuts class, he/she will be written up in the main office and the parent/guardian will be contacted. Students will lose one letter grade for each cut in a quarter.

Excellence—Strive to be your best

Students are expected to take responsibility for their learning and their learning environment. Students should utilize all available resources to achieve their goals. This includes always being aware of his/her progress in the class (Powerschool), asking questions, seeking extra help, etc.

Class Rules and Expectations

Mr. Schneider – Rooms 218

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2. **Seating Assignment** – Students will choose their initial seat and a seating chart will be created. Upon entering the classroom, students will go directly to their seats and check the board for the daily lesson and assignments. Students will be instructed when they should go to the computers to log on. Students are not permitted to leave the classroom without a written pass.

3. **Food or Drinks** – Food and drinks are not allowed in classroom.

4. **Electronics** – The use of cell phones, Ipods/MP3 players and head phones are prohibited in the classroom. At the teacher’s discretion, the use of some electronic devices for instructional purposes will be allowed.

5. **Homework** – All homework is due on the due date. If you are absent it is your responsibility to get the assignments you missed. You will be required to turn in the assignment at the next class period.